

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0045

ISSUE DATE: June 22, 2016

TITLE: Government Representative 2

CLOSING DATE: July 6, 2016

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: X98: \$85,000 - \$105,000

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Leads in the development and implementation of policies and procedures related to Local Budget Law affecting local governments, authorities and the bureau. Recommend improvements to existing accounting and budgeting processes for municipalities, authorities and counties through the Local Budget Law.

Assist in the supervision of Bureau staff in the oversight of the application of provisions of the Local Budget Law, Bond Law, Local Authority Fiscal Control Law and Fiscal Affairs Law. Supervise and perform technical reviews of staff's work, including quality control reviews of municipal, authority and county budgets, financial statements and statutory audit reports. Insure that staff applies laws and guidelines uniformly and consistently.

Review examination of municipal, authority and county budgets, financial statements and statutory audits to insure compliance with the statutory requirements and rules and regulations promulgated by the Local Finance Board. Review written concise reports of examinations results for communication to statutory auditor and/or local official for follow-up and corrective action. Assist in the annual updating of budget forms for local entities.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Qualified candidates will have a strong background or job experience in some or all of the following: Public Accounting with New Jersey local government; policy and legislative analysis; writing and presentation of information; information technology; human resource management. Qualified candidates should also be skilled in the use of Microsoft Office, email, and internet. Preference will be given to candidates, who possess a Certified Municipal Finance Officer (CMFO) and Registered Municipal Accountant (RMA), but is not required.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0045
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resumel@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.